

**U. S. DEPARTMENT OF EDUCATION**

**WASHINGTON D. C. 20202**

**OFFICE OF POSTSECONDARY EDUCATION**

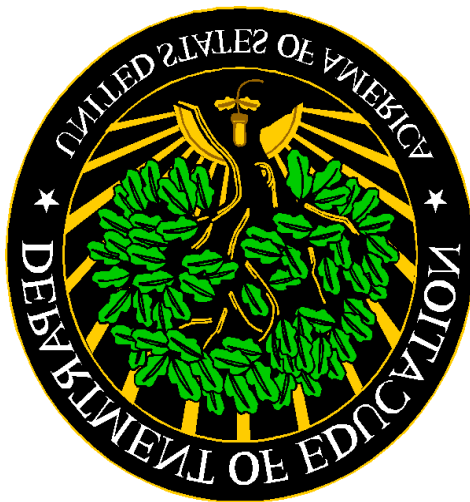
**GUIDE FOR THE PREPARATION OF APPLICATION**

**FOR THE**

**STRENGTHENING HISTORICALLY  
BLACK COLLEGES AND  
UNIVERSITIES PROGRAM**

**CFDA NUMBER: 84.031-B**

**FORM APPROVED  
OMB NO. 1840-0113,**



**DATED MATERIAL - OPEN IMMEDIATELY**

**CLOSING DATE: To Be Announced**

# NOTICE TO ALL APPLICANTS

Thank you for your interest in this program. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

## **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

## **What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of

how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

### **Estimated Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1801-0004. The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

## **DUNS NUMBER INSTRUCTIONS**

**D-U-N-S No.:** Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S. Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

**<http://www.dnb.com/dbis/aboutdb/intlduns.htm>**

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

## *SUGGESTED CHECKLIST*

1. Have you completed the Cover Page - Institutional Identification form in its **entirety?** (especially the **name** and **telephone number, including area code, of the person who will be the day-to-day project manager**)
2. If the person listed is **not authorized** to negotiate the grant, have you identified the **negotiator** for the grant on the reverse of the SF 424?
3. Have you provided **resumes** of key personnel (Title III Coordinator/Project Director) who will be supported by grant funds and who are currently employed at the institution?
4. Have you provided **position** or **job descriptions** for all persons who will be hired expressly to carry out activities under the grant?
5. Have you provided an **itemized** budget for each activity? Are the budget items **directly related** to the narrative portion of the application? Have you itemized with unit costs, quantities, etc., so that the Program and Grants Officers **know how you arrived at each total figure?** Have you justified, in the budget notes and/or the narrative, the costs in the budget categories since the justification serves as the basis for judging allowability and reasonableness?
6. If there is a subcontract with an aggregate expenditure to exceed \$5,000, have you explained the **criteria** to be used in selecting a contractor, the basis for arriving at the projected cost, and whether **competitive** bids will be sought or will some other procurement policies be used to provide for open and free competition?
7. If consultants are to be used, have you **justified the need** for consultants and provided the **basis** upon which you determined the fee to be paid to consultants? Is the fee based upon an **established** institutional policy? If there is no institutional policy, have you described how you determined that the fee is **comparable** to consultant fees paid in the area for **identical** or **similar** services?
8. Does the **original** of the application have an **original** signature of the **president** of the institution or other authorized representative?
9. Have you checked the **correct** box in item 16 of SF 424 (Face Sheet) to indicate whether the application is required to undergo a state review?

## Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

**PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE**

ABOVE ADDRESS.

### ***STATE SINGLE POINTS OF CONTACT***

**Note:** In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

The jurisdictions not listed no longer participate in the process. However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc., does not have a State Single Point of Contact.

#### **ARIZONA**

Ms. Joni Saad  
Arizona State Clearinghouse Department of Community Affairs  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012  
Telephone: (602) 280-1315  
FAX: (602) 280-8144

#### **ARKANSAS**

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th Street, Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-1074  
FAX: (501) 682-5206

#### **CALIFORNIA**

Grants Coordinator  
Office of Planning & Research  
1600 Ninth Street, Room 250  
Sacramento, California 95814  
Telephone: (916) 323-7480  
FAX: (916) 323-3018



**DELAWARE**

Francine Booth  
State Single Point of Contact  
Executive Department  
Office of the Budget  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903  
Telephone: (302) 739-3326  
FAX: (302) 739-5661

**DISTRICT OF COLUMBIA**

Mr. Ron Seldon  
State Single Point of Contact  
Office of Grants Mgmt. & Development.  
717 14th Street, N.W. - Suite 400  
Washington, D.C. 20005  
Telephone: (202) 727-1617  
FAX: (202) 727-1617

**FLORIDA**

Florida State Clearinghouse  
22740 Centerview Drive  
Tallahassee, Florida 32399-2100  
Telephone: (904) 922-5438  
Fax: (904) 487-2899  
Contact: Ms. Cherie Trainor  
Telephone: (850) 414-5495

**GEORGIA**

Ms. Deborah Stephens, Coordinator  
Georgia State Clearinghouse  
270 Washington Street, S.W. - 8th Floor  
Atlanta, GA 30334  
Telephone: (404) 656-3855  
FAX: (404) 656-7901

**ILLINOIS**

Ms. Virginia Bova, Single Point of Contact  
Illinois Department of Commerce and Community Affairs  
James R. Thompson Center  
100 West Randolph, Suite 3-400  
Chicago, IL 60601  
Telephone: (312) 814-6028

FAX: (312) 814-1800

**INDIANA**

Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204-2796  
Telephone: (317) 232-5619  
FAX: (317) 233-3323

**IOWA**

Steven R. McCann  
Division for Community Assistance  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Telephone: (515) 242-4719  
FAX: (515) 242-4809

**KENTUCKY**

Mr. Kenvin J. Goldsmith  
State Single Point of Contact  
Intergovernmental Affairs  
Office of the Governor  
700 Capitol Avenue  
Frankfort, Kentucky 40601  
Telephone: (502) 564-2611  
FAX: (502) 564-0437  
kgoldmkgosmith@mail.state.ky.us

**MAINE**

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
Telephone: (207) 287-3261  
FAX: (207) 287-6489  
joyce.benson@state.me.us

**MARYLAND**

Ms. Linda Janey  
Manager, Plan & Project Review  
Maryland Office of Planning  
301 W. Preston Street - Room 1104

Baltimore, Maryland 21201-2365

Staff Contact: Linda Janey

Telephone: (410) 767-4490

FAX: (410) 767-4480

[linda@mail.op.state.md.us](mailto:linda@mail.op.state.md.us)

## **MICHIGAN**

Richard Pfaff

Southeast Michigan Council of Governments

660 Plaza Drive - Suite 1900

Detroit, Michigan 48226

Telephone: (313) 961-4266

FAX: (313) 961-4869

[pfaff@semcog.org](mailto:pfaff@semcog.org)

## **MISSISSIPPI**

Cathy Mallette

Clearinghouse Officer

Department of Finance and Administration

550 High Street

Jackson, Mississippi 39302-3087

Telephone: (601) 359-6762

FAX: (601) 359-6758

## **MISSOURI**

Lois Pohl

Federal Assistance Clearinghouse

Office of Administration

P.O. Box 809

Room 760, Truman Building

Jefferson City, Missouri 65102

Telephone: (314) 751-4834

FAX: (314) 751-7819

## **NEVADA**

Department of Administration

State Clearinghouse

Capitol Complex

Carson City, Nevada 89710

Telephone: (702) 687-4065

FAX: (702) 687-3983

Contact: Ms. Heather Elliot

(702) 687-6367

[helliott@govmail.state.nv.us](mailto:helliott@govmail.state.nv.us)

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
2 1/2; Beacon Street  
Concord, New Hampshire 03301  
Telephone: (603) 271-2155  
FAX: (603) 271-1728

**NEW MEXICO**

Mr. Nick Mandell  
Local Government Division  
State Budget Division  
Bataan Memorial Building, Room 201  
Santa Fe, New Mexico 87503  
Telephone: (505) 827-3640  
FAX: (505) 827-4984

**NEW YORK**

New York State Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224  
Telephone: (518) 474-1605  
FAX: (518) 486-5617

**NORTH CAROLINA**

Ms. Jeanette Fruney  
North Carolina Department of Administration  
116 West Jones Street - Suite 5106  
Raleigh, North Carolina 27603-8003  
Telephone: (919) 733-7232  
FAX: (919) 733-9571  
[jeantte\\_furney@mail.doa.stste.nc.us](mailto:jeantte_furney@mail.doa.stste.nc.us)

**NORTH DAKOTA**

North Dakota Single Point of Contact  
Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Bismarck, North Dakota 58505-0170  
Telephone: (701) 224-2094  
FAX: (701) 224-2308

**RHODE ISLAND**

Kevin Nelson  
Review Coordinator  
Department of Administration  
Division of Planning  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908-5870  
Telephone: (401) 277-2656  
FAX: (401) 277-2083

### **SOUTH CAROLINA**

Ms. Omeagia Burgess  
State Single Point of Contact  
Budget and Control Board  
Office of the State Budget  
1122 Ladies Street- 12<sup>th</sup> Floor  
Columbia, South Carolina 29201  
Telephone: (803) 734-0494  
FAX: (803) 734-0645

### **TEXAS**

Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
P.O. Box 12428  
Austin, Texas 78711  
Telephone: (512) 463-1771  
FAX: (512) 463-1880  
tadams@governor.state.tx.us

### **UTAH**

Carolyn Wright  
Utah State Clearinghouse  
Office of Planning and Budget  
Room 116, State Capitol  
Salt Lake City, Utah 84114  
Telephone: (801) 538-1535  
FAX: (801) 538-1547  
cwright@state.ut.us

### **WEST VIRGINIA**

Fred Cutlip, Director  
Community Development Division  
W. Virginia Development Office  
Building #6, Room 553  
Charleston, West Virginia 25305

Telephone: (304) 558-4010  
FAX: (304) 558-3248  
gcutlip@wndo.org

## **WISCONSIN**

Jeff Smith  
Section Chief, State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street - 6th Floor , P.O. Box 7868  
Madison, Wisconsin 53707  
Telephone: (608) 266-0267  
FAX: (608) 267-6931

## **WYOMING**

Ms. Sandy Ross  
State Single Point of Contact  
Department of Administration & Information  
2001 Capitol Avenue, Room 214  
Cheyenne, WY 82002  
Telephone: (307) 777-7446  
FAX: (307) 632-3909  
sross@missc.state.wy.us

## **TERRITORIES**

### **GUAM**

Mr. Jose Riviera, Acting Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: 671-475-9411 or 9412  
FAX: 671-472-2825

### **PUERTO RICO**

Mr. Jose Caballero-Mercado, Chairman  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 4119  
San Juan, Puerto Rico 00940-1119  
Telephone: (809) 727-4444  
(809) 723-6190  
FAX: (809) 724-3270  
(809) 724-3103

**NORTHERN MARIANA ISLANDS**

Mr. Alvaro A. Santos, Executive Officer  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950  
Telephone: (670) 664-2256  
FAX: (670) 664-2272  
Contact person: Ms. Jacoba T. Seman  
Federal Programs Coordinator  
Telephone: (670) 664-2289  
FAX: (670) 664-2272

**VIRGIN ISLANDS**

Nellon Bowry  
Director, Office of Management and Budget  
41 Noregade Emancipation Garden Station  
Second Floor  
Saint Thomas, VI 00802  
Please direct all questions and correspondence about  
intergovernmental review to:  
Linda Clarke  
(809) 774-0750  
FAX (809) 776-0069

**Note:** This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to Donna Rivelli (Telephone (202) 395-5858) at the Office of Management and Budget and to the State in question. Changes to the list will only be made upon formal notification by the State. The list is also published biannually in the Catalog of Federal Domestic Assistance.